

22 November 1972

MEMORANDUM FOR: Director of Finance

25X1A9a

SUBJECT : Recommendation for Promotion- [REDACTED]

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[REDACTED] transferred to ORD in January 1971 and has worked under my supervision since that time. As stated in her most recent Fitness Report, she provides the Agency and ORD with a strong performance of her regular and ad hoc assignments. She is conscientious, thorough and professional in everything she does. In addition, she works well without supervision, as was clearly demonstrated the last two years during absences of the undersigned for the Mid-Career and FAES training courses.

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In view of [REDACTED] strong performance and the length of time in grade (since August 1966), it is requested that she be promoted to GS-10.

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[REDACTED]
Budget and Accounting Officer
Office of Research and Development